# Outside Employment e-form

Compliance Status Report | May 2014

The Compliance Status Report provides the status of individual Outside Employment Form submissions in a given department. Access to run the report is restricted to Departmental Administrators, but Administrators are free to forward the report to Managers and Supervisors in their respective departments. The report has two versions: .PDF and .CSV. The .PDF version must be used "as is," but the .CSV version can be opened in Microsoft Excel and sorted as necessary.

To access the report:

- Log on to mylacounty.gov and click on the **eForms** link.

- In the Adobe LiveCycle Workspace, click on the **Start Process** icon.

- Then, click on the **LAC Reports** tab. You will see the **Compliance Status Report Request panel** as shown below.
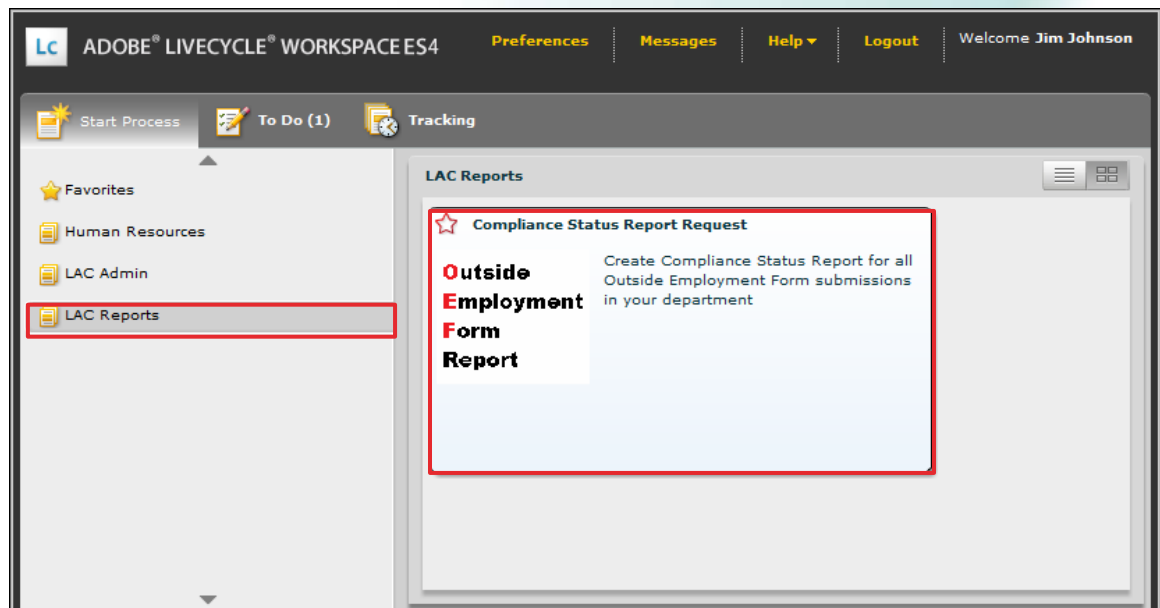
● Click on the **Compliance Status Report Request panel** to open the report variable screen.

● Enter the **Start Date** and **End Date** to narrow down the Report Date Range.

  o The earliest report Start Date that could be selected is January 1 of the current year.

  o Leaving the End Date blank automatically selects the current date.

● You may further refine the results by applying the appropriate **Filter Option** to generate reports by All, Completed, In Progress or Not Started submissions.

  o **All** – runs the entire report.

  o **Completed** – will show employees whose forms have been submitted, approved, and archived.

  o **In Progress** – will show employees whose forms have been submitted but not completed. Includes information on the current step.

  o **Not Started** – will show employees who have not submitted a report within the date range.

● Click on the **Complete** button to submit the request. The report will begin generating in the background and you will be returned to the LAC Reports screen.

● When the report is complete, you will receive an email notifying that the "Compliance Status Report is ready for your review." You may access the report by clicking on the link provided in the email, or you may log into mylacounty.gov, click the **eForms** link, and

click on the **To Do** icon in the Adobe LiveCycle Workspace to see the report panel.

● Now click on the **Send back Reports to user panel** to open the .PDF version of the report.

● To look at the .CSV version of the report, click on the **Attachments** tab,

and, click on the **Title of the attachment** to open the report in Microsoft Excel.

- You will now be able to save the report or sort the information as necessary.